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Joint Secretaries Advice note – September 2020.

Working Time Agreements.

All schools should be reviewing their WTA in light of recovery planning. All WTAs should be submitted by Oct 31st when signed off by HT and union reps. WTA should now take account of needs in the recovery period – time for making familiar with new documents/protocols. The majority of WTAs allocate significant time to meetings and Parents night. Due to current recommendations, face to face meetings with staff groups should be kept to a minimum and the default position should be online meetings. Depending on your pupil day you may need to consult again about when these meetings take place. Many of you will already have given consideration on how to engage differently with parents – you also need to consider where and when this will take place, and as per SNCT plan for no more than 5 hours per week collegiate time.

Non Class Contact Time

Where schools have agreed to run 2 week blocks of NCCT together, this should take into account how this affects P/T workers. You also need to consider those teachers who normally get NCCT on a day that is a holiday. Teachers will have worked 37.5 hours the previous week and are therefore due time back. The joint secretaries should be notified of all decisions and schools should build in review points on a regular basis to ensure this is working for all. Schools should also look to minimise the number of contacts the teacher(s) covering NCCT have in any one day.

Quality Assurance

Schools need to be mindful of maintaining Covid-19 protocols when developing their school QA calendar. LNCT 8 is the key document for engaging in QA and provides a wide range of activities which can be undertaken for QA which would avoid unnecessary classroom visits whilst Covid-19 measures in place (where we're trying to minimise the number of adults in a classroom, particularly where 2m distancing wouldn't be possible).

Colleagues are reminded that under LNCT 8 that classroom visits (other than for those on LNCT 11 or in NQT year) should have a clear purpose and contribute to learning and teaching.

Cover for absence

As Glasgow does not have an LNCT agreement on cover, Joint Secretaries would normally provide a guidance note to all parties to coincide with increased demands for cover in Term 2 and Term 3. As we are facing unprecedented challenges with teachers requiring to self-isolate, we acknowledge that schools cannot plan for this. The normal SNCT 3 day cover rule should apply, and where the period of self-isolation is likely to be longer than 3 days (the majority of cases) the school should request supply cover. Where supply cover is not available teachers who are not teaching for 22.5 hours may be asked to provide cover, however the number of "cover " classes allocated per teacher should be kept to a minimum.

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